

Faith Outreach Center

475 Anderson Ferry Road
Mount Joy, PA 17552
(717)426-2555
Fax (717)426-4837

Check Request Procedure

1.0 Scope

The purpose of this procedure is to provide financial accountability and integrity in the administration and disbursement of church funds.

This procedure applies to the disbursement of church funds that are not typically covered by the regular monthly expenses administered by the Bookkeeper and Board of Deacons. These regular expenses include, but are not limited to, payroll, insurance, missions, utilities, and similar bills. This procedure is intended to cover funds (i.e., a check) requested by ministry directors in order to purchase items to support their ministry or other situations where the issuance of a check is required. Under no circumstances are church ministry directors authorized to disperse funds to individuals (i.e., for the purposes of benevolence, missions, outreach, etc.) or outside agencies without the written approval of the Church Board of Deacons.

2.0 Associated Materials

- Check Request Form

3.0 Procedure:

The identification of the need for a check request shall be determined by a ministry director or other authorized church member. The requestor shall obtain and complete a Check Request Form (see Figure 1). The initiator shall complete the appropriate sections of the form, such as: indicating their name, date, the reason for the check request, the department and account the funds are being withdrawn from. Selection of ministry departments and accounts should be consistent with the guidelines of Table 1.

The completed form must bear the signature of the appropriate Ministry Director. Ministry Directors are authorized to spend up to \$150 without obtaining additional approval signatures as long as it does not exceed the Ministry's account balance. Disbursements of more than \$150 or exceeding the Ministry's account balance, requires the written approval of the Treasurer. If an authorized church member requests a check disbursement, but there is no acting Ministry Director providing oversight of the ministry, the Treasurer shall review and approve the check request. Upon completion of the required information and approval, the form can be forwarded to the Bookkeeper or Treasurer for disbursement. The check request form will be attached to the check stub and retained as a record by the Bookkeeper.

I have read and agree to abide by this policy _____

Print name _____

Department	Account
Administrative	Advertising expenses
AV / Music Ministry	Automobile expenses
Benevolence	Benevolence Expenses
Building and Grounds	Books, References material
Custodial Services	Building Expense
Kid's Church	Computer expenses
Small Group Ministry	Decorating, flowers etc
Men's Ministry	Dues & Subscriptions
Wednesday Kids	Flower, gifts etc.
Missions	Missionary Disbursements
Nursery	Postage, shipping, delivery
Outreach Ministry	Retreats
Just Older Youth Ministry	Speakers
Payroll	Special Events Expenses
Women's Ministry	SuppliesMaterials
Youth Group	Travel and Conference
Other--Specify	Other--Specify

Table 1

Check Request Form		Check #
Requested By:	Check Type:	
Date Requested:	<input type="checkbox"/> Printed (sequential number) <input type="checkbox"/> Handwritten (out-of-sequence)	
Date Issued:	Amount:	
Department	Account	Payable to:
Reason for Expense:		
Approved By:	Print Name	Date:
_____	_____	_____
_____	_____	_____

(rev. 6/3/10)

Figure 1